

Care Notebook Tutorial

Basic Computer Terminology

You will hear these computer terms used throughout the Tutorial. If you are fairly new to computers, these definitions may be helpful to you in following the directions in this Tutorial. However, the step by step directions provided in the Tutorial will help you navigate fairly easily.

Browser - This is the program you use to surf the internet. There are several internet browsers available, some of the most popular are Internet Explorer, Firefox, and Netscape Navigator.

Click - To tap one of the mouse buttons. If clicking doesn't work, try 2 quick taps (double-click). In some instructions, click may mean double-click. If one click doesn't work, try double-clicking.

Default--A value or setting that a device or program automatically selects if you do not specify a substitute. For example, word processors have default margins and default page lengths that you can reset. The *default drive* is the disk drive the computer accesses unless you specify a different disk drive. The default can also be an action that a device or program will take. For example, some word processors generate backup files *by default*.

Download – to transfer data from one computer to another. Downloading usually means to "receive" data and upload means to "send".

Field – (also referred to as a form field) An area of a database record, or form, into which a particular item of data is entered. A field holds exactly one type of information about an item or subject. For example, on a form, there may be a Name field, an Address field and a Phone Number field.

Files and folders - Just like a file folder in a filing cabinet, a file is where documents (letters, spreadsheets, etc.) are kept. Let's say you have a file cabinet with only one drawer. You want to see the files from the Jones account. You open the drawer, choose the folder for Jones and in it you find all the Jones files. Each letter, picture, invoice, every piece of paper in that folder is a file. If you want to add a file to the Jones folder, don't just shove it in the drawer. Make sure you put it the Jones folder or you will have a hard time finding it again. Computers are file cabinets with one drawer. When you turn your computer on you have opened the drawer. Inside the drawer you see folders. Inside the folders you see files. Each letter, picture, everything you save and all the different instructions that make up programs are files. I have saved a picture (file) named "Beach" on my computer and I want to see it. It is located in a folder named "Vacation" that I have created on my Desktop. If I open (click on) the folder I will see the file named "Beach." If I click on that file it will open and I will see the picture.

More on Folders:

Create a new folder - Right-click somewhere on your Desktop where there are no icons. In the menu that appears, choose New. In the menu that appears, choose Folder. The folder will appear on your Desktop. Type the name of the folder.

Rename a folder - Right-click on a folder. Choose Rename. Type the new name.

Arrange folders on Desktop - Drag and Drop them where you want them - or - right-click on the Desktop and choose "Arrange Icons By." Choose the option you like best.

Viewing contents of folders - When you open a folder, it can display the contents in different ways. To change, or make viewing easier, click "View" and choose an option. Close the folder and reopen it. From now on that is the view you will see in that folder. I prefer a detailed list of the contents rather than a bunch of icons.

Hard Drive - All the information in your computer is on your hard drive. Today, new computers come with, at least, 20 gig hard drives. Every time you save something it gets stored on your hard drive.

Hyperlink--A hyperlink is a word, phrase, or image that you can click on to jump to a new document or a new section within the current document. Hyperlinks are found in nearly all Web pages, allowing users to click their way from page to page. Text hyperlinks are often blue and underlined, but don't have to be. When you move the cursor over a hyperlink, whether it is text or an image, the arrow should change to a small hand pointing at the link. When you click it, a new page or place in the current page will open.

Hyperlinks, often referred to as just "links," are common in Web pages, but can be found in other hypertext documents. These include certain encyclopedias, glossaries, dictionaries, and other references that use hyperlinks. The links act the same way as they do on the Web, allowing the user to jump from page to page. Basically, hyperlinks allow people to browse information at hyperspeed.

Icon - An icon is a picture or symbol on the screen that represents a program, file or folder. You can click on the picture to perform an action. Each program has its own icon. Icons are the way we view files on computers. For example, the folders you see on your desktop or in open windows are icons. The files that you see in those folders are also icons. Icons are a visual representation of something on your computer.

Menu Bar - A menu bar is a horizontal strip that contains lists of available menus for a certain program. These are usually words located at the top of the screen. Click on these words and you see menus of other things you can do.

Menu - A list of other things you can do. You see a menu when you click on one of the words on the Menu Bar.

Pop-up Menu - any menu that does not appear at the top of the screen in the menu bar. (may pop up or down)

Save - Save As – this function allows you to save information (either documents that you create or that you have downloaded) on your computer so that you can access it at a later time. This is how you save something. You just typed a letter. You're finished with it and it's time to save it. Click "File" on the standard menu. In the menu that appears, click "Save As." A pop-up box named "Save As" (surprise!) will appear. Near the top of the box will be a field (white area with type in it) with the words "Save in" at the left of it. In that field will be the name of a folder. What you're saving is going to be saved in that folder. If you don't want it saved in that folder then click the little arrow button (looks like a tiny upside down triangle) at the right of that field. Choose the folder you want to save it in. Now.....near the bottom of the box is a field named "File name." Type the name you want it to have or keep the name that is already there. Now you can click on the "Save" button.

No matter what you save or where it comes from....do that. If you download something from the internet you're going to see the same "Save As" box. Use it correctly and you will never lose a file.

So, when do you use just plain "Save?" If you open an existing file, that's already saved in the folder where you want it, and you make some changes, you can use just plain "Save" to save the changes. The file will remain in the folder you opened it from and will keep the same name.

Toolbar--A toolbar is a set of icons or buttons that are part of a software program's interface or an open window. When it is part of a program's interface, the toolbar typically sits directly under the menu bar. When you click on the icons with the mouse, it causes the program to perform some action such as printing the current document or changing the mode of operation. For example, Microsoft Word has a toolbar with icons that allow you to open, save, and print documents, as well as change the font, text size, and style of the text.

Zip - To create a compressed archive (a "zip file") from one or more files using PKWare's PKZIP or a compatible archiver.

For more computer terminology, you might want to go to the following site:

<http://www.mrmodem.com/site/library.html>